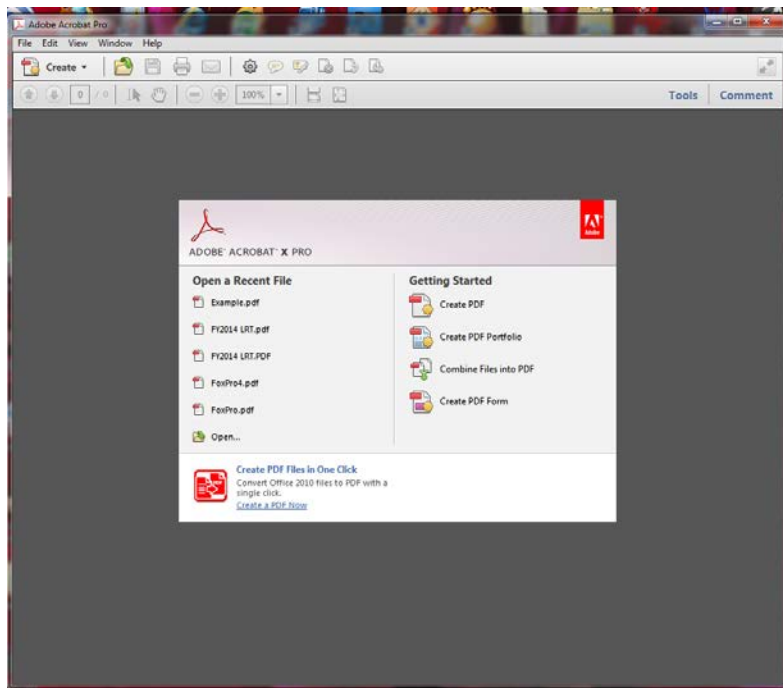


Inserting PDF Files Into an Existing PDF Using Adobe Acrobat Pro

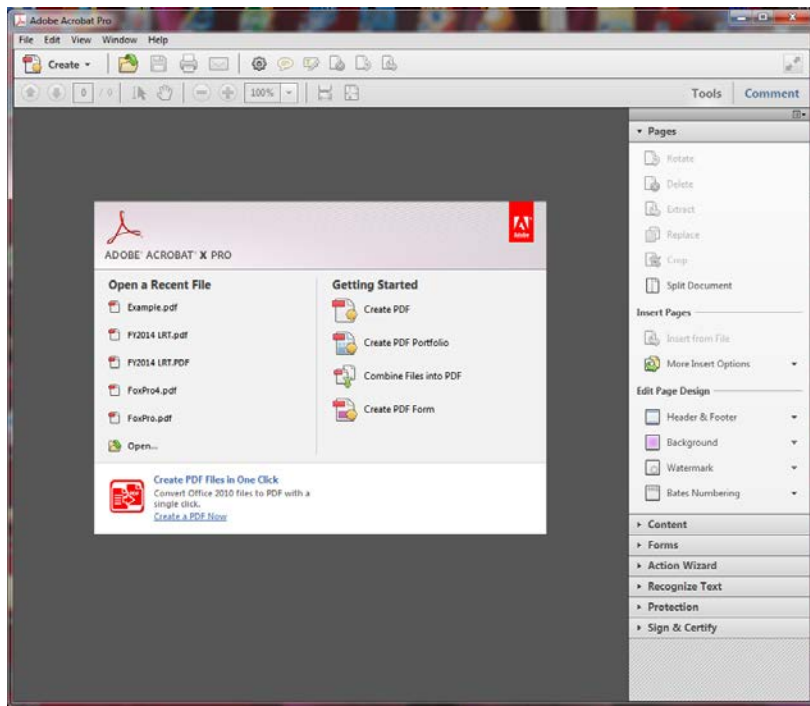
This tutorial will teach you how to insert a PDF file into a set of existing plans.

Step 1:

Launch Adobe Acrobat Pro:



Make sure you have the toolbar on the right as shown:



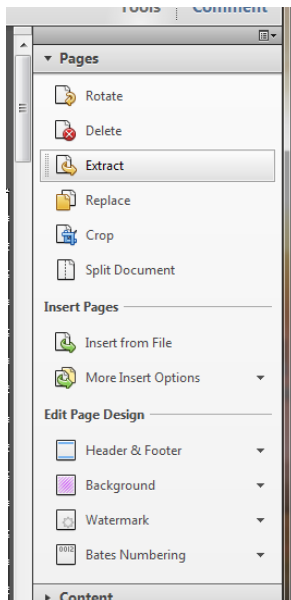
If not, click "Tools" in the upper right corner.

Step 2, Extracting Pages:

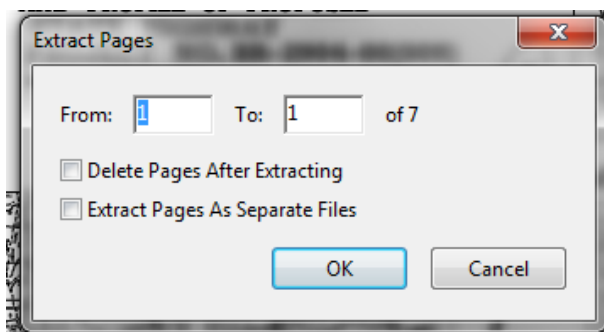
If you have a multi-page PDF from another division, you may need to extract some of the pages in order to insert them where they need to be. Adobe **WILL NOT** let you insert only 1 page from a multi-page PDF into another multi-page PDF.

If you have only 1 sheet that needs to be inserted, go to step 3.

Open the PDF that has been submitted by the other division. Navigate to the page you want to extract and click “extract” from the right side toolbar.



Once clicked, you will receive this message:

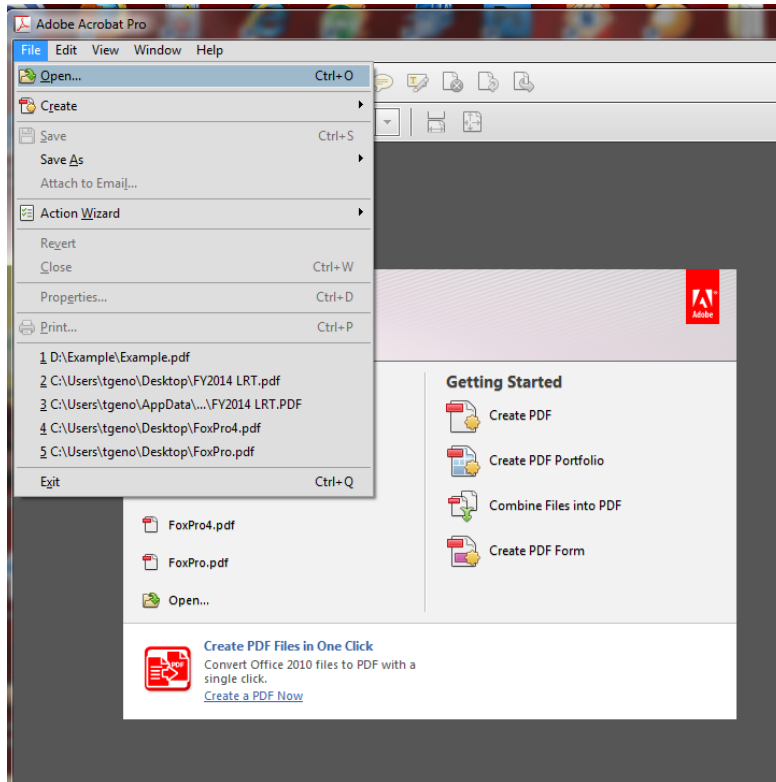


Check both check boxes and key in which pages you wish to extract.

After you click ok, you will have to give Adobe the destination folder where you would like it to place the files. When the process is completed, Adobe will have placed files in the destination folder followed by chronological numbers. (I.E. Jobxx 1, Jobxx 2, Jobxx 3, etc.)

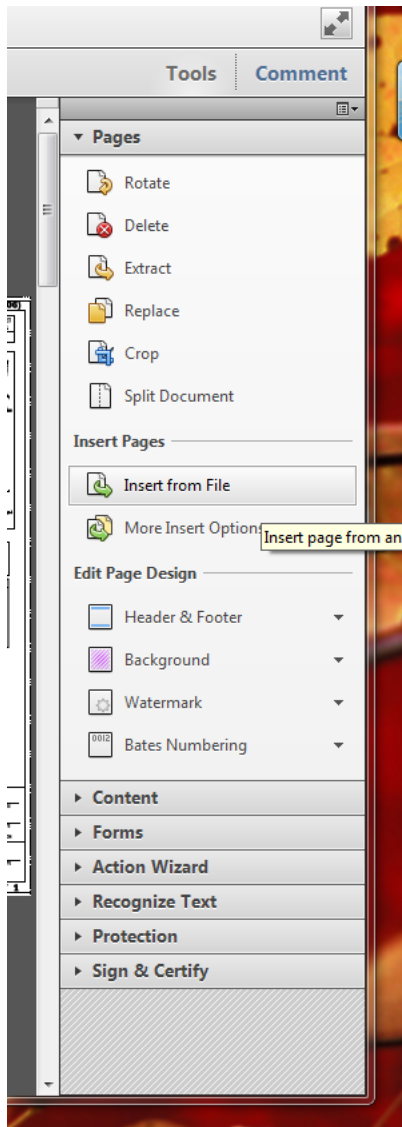
Step 3, Inserting Pages into PDF (Option 1 Insert Function):

Open the PDF you wish to add the pages to in Adobe Acrobat Pro.

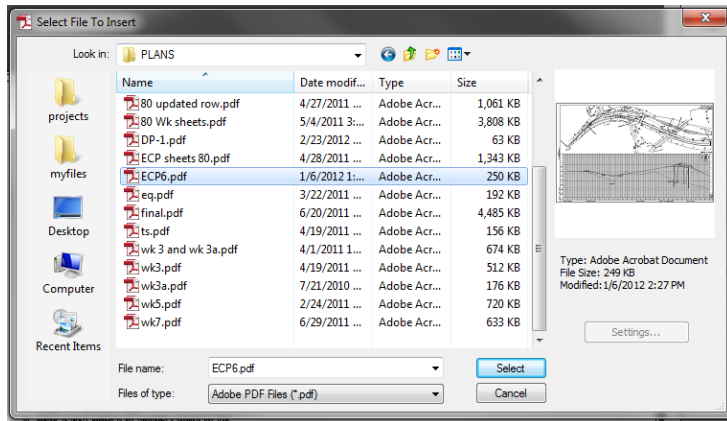


Navigate to the page you wish to insert the file after.

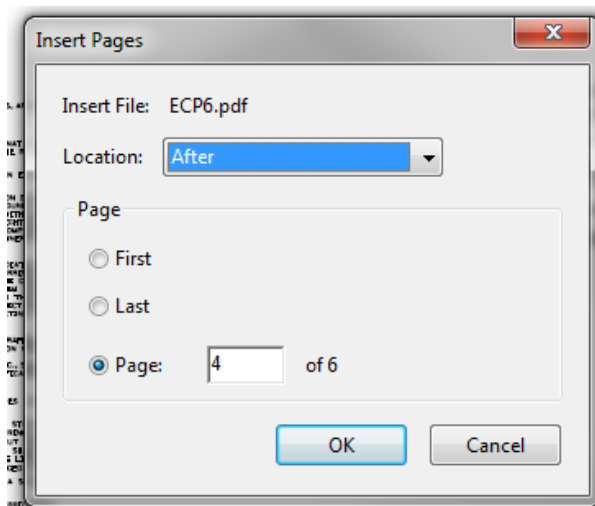
Choose “Insert from File”



Choose the file you wish to insert and click select:



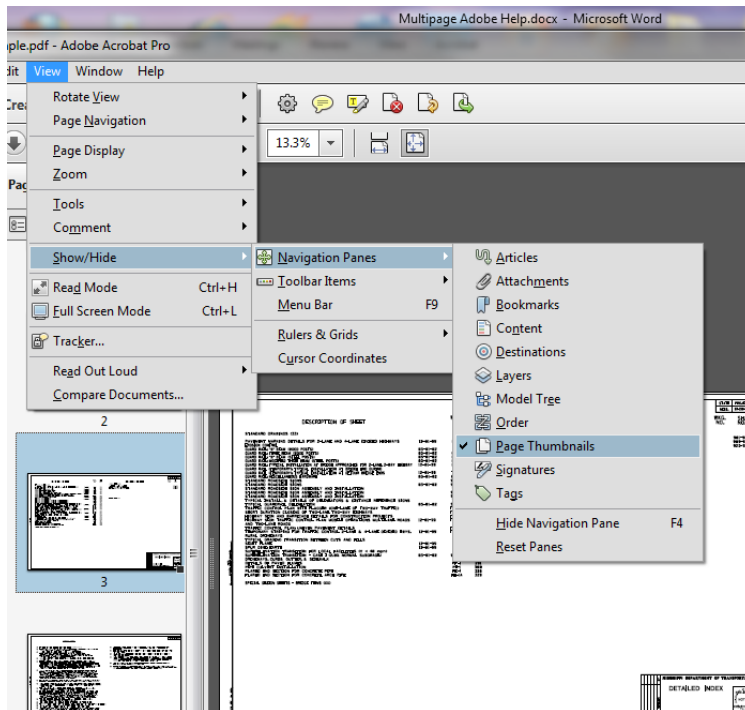
Tell Adobe whether you want to put the file after or before the page you are currently on:



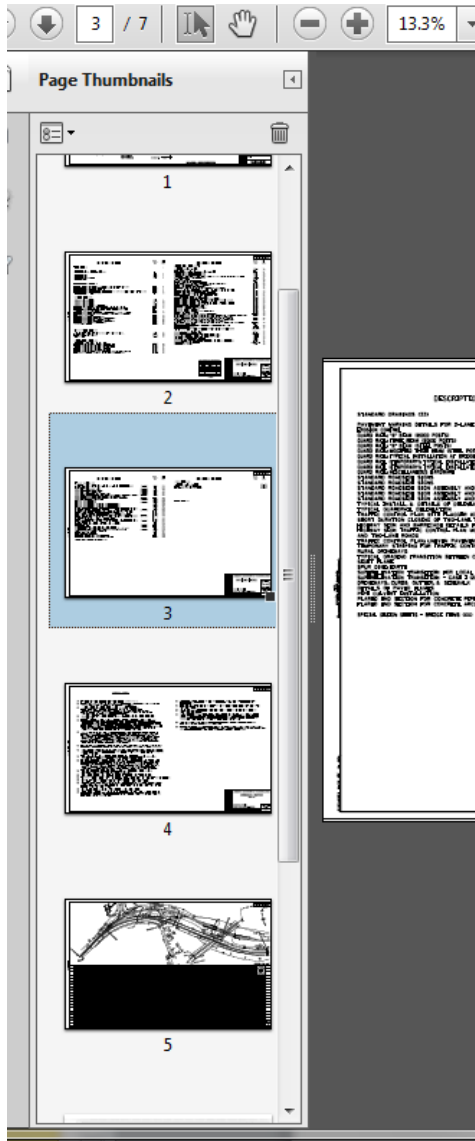
Repeat this process for all the pages you need inserted.

Step 3, Inserting Pages into PDF (Option 2, thumbnails):

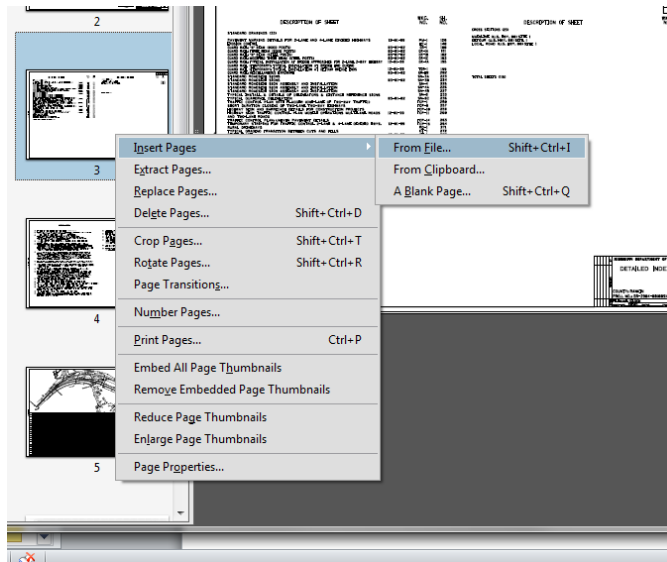
A second way to insert pages into the PDF is to use the right click in thumbnails pane. If you don't have thumbnails open click View -> Show/Hide -> Navigation Pane -> Page Thumbnails



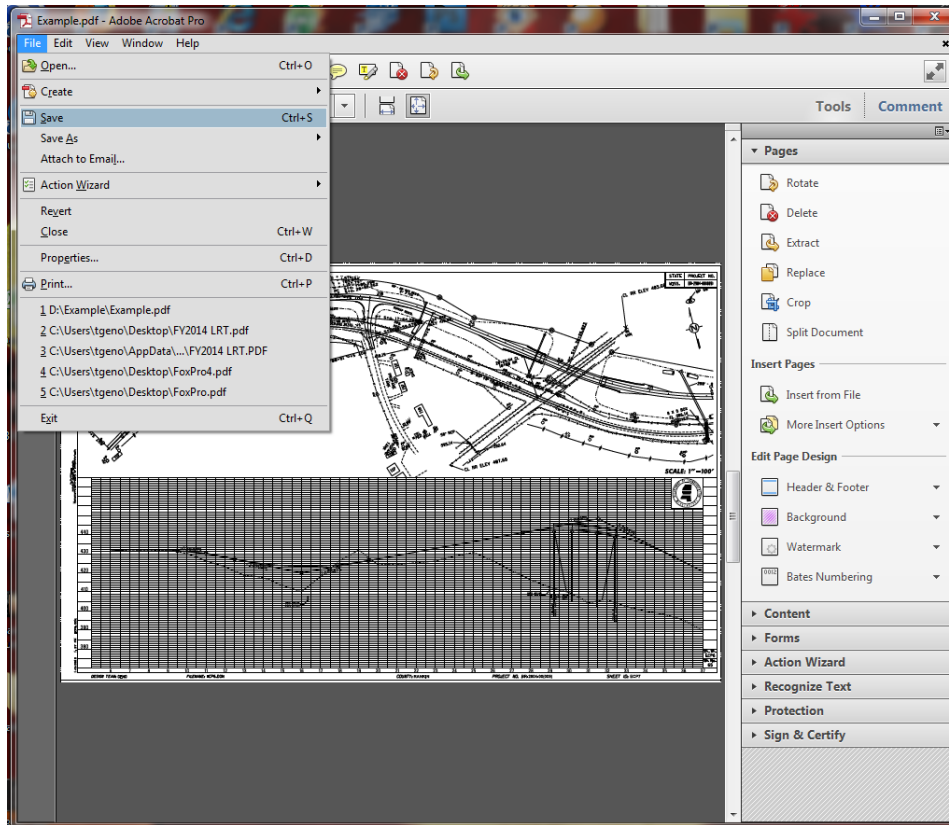
With the thumbnails pane open, select the page you want to insert after:



Right click on the page you wish to insert after, select Insert pages -> From file and select the page you wish to insert.



When finished, choose File -> Save



Saving will update the multi-page file to include the pages you added.